



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATOM-P (350)

18 Jun 01

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Interim Distance Learning (DL) Course Implementation Policy

1. Reference memorandum, HQ TRADOC, ATOM-P, 28 Feb 01, subject: Interim Policy.
2. This memorandum provides additional interim guidance for DL course implementation. While the referenced memorandum pertains more to requirements for documenting courses containing DL instruction, this interim policy supports requirements for the administration of these courses.

a. Limiting phases:

(1) Managing a student through a DL course or phase involves increased course and student management requirements. As compared to resident training, DL requires the addition of delivering courseware to the student and providing instructor support over a distance. What we are finding is that current automation constraints require DL hours to be contained in a separate phase in order to easily manage a student through instruction that is partially DL. Phases make up a course. An example of a phased course is the Basic Noncommissioned Officer Course (BNCOC), which contains phase one, common core; phase two, Inactive Duty for Training; and phase three, Active Duty for Training. Another example of a phased BNCOC could be phase 1, common core; phase two, DL; and phase three, resident instruction. In these examples, phases one and two are prerequisite requirements for phase three. Additionally, in order for the hours to be considered a phase, there must be a determination that the learner has mastered the material in the phase in order to ascertain his/her readiness to continue into the next phase of the course.

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(2) We are beginning to see courses with four or more phases. The level of effort to schedule and manage a student through each phase is greater than that required for an unphased course. This makes management of requirements, quotas, enrollments, courseware distribution, and advancing students through multiple-phased courses significantly more resource intensive for managers at all levels. In addition, as the number of phases in a course increase, the likelihood of successfully completing a course in a single training year decreases. Therefore, it is necessary that schools limit, insofar as effective design will allow, the number of phases a course contains. The goal is to develop courses with no more than three phases and to develop quality training courses that can be successfully completed in a single training year. Necessary exceptions to the phase limitation, as well as the current requirement to obtain an exception for completion outside one training year, must be based on the schools specific determination that three or fewer phases are not possible.

(3) Models for synchronous and asynchronous DL instruction which we recommend be considered when designing the course strategy and flow are enclosed.

b. Instructor Standard for DL. We continually receive queries about an instructor standard for DL, other than Video teletraining (VTT). Currently, Deputy Chief of Staff for Resource Management is gathering data in order to develop interim standards with the goal of having standards in place for the fiscal years 04/05 Structure Manning Decision Review (SMDR). The plan is to complete a full, 12-step study after the SMDR that will provide standards for web-based instruction and computer-based instruction. Additionally, the VTT standard will be updated.

3. As required in TRADOC Regulation 350-70, Systems Approach to Training (SAT) Management, Processes, and Products, exceptions for extension of the Total Army Training System training year should be sent to the Deputy Chief of Staff for Education.

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Exceptions for the number of phases for courses including DL should be sent to the Training Operations Management Activity (ATOM-P).

4. Points of contact for this memorandum are Mrs. Gayle Olszyk, olszykga@monroe.army.mil, DSN 680-4105, and Ms. Deborah Blakely, blakelyd@monroe.army.mil, DSN 680-3573.

FOR THE DEPUTY CHIEF OF STAFF FOR TRAINING:

/s/

Encl

CHARLES E. DAVIS
Colonel, GS
Director, Training Operations
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